

## HUMAN RESOURCES OFFICE - CALIFORNIA NATIONAL GUARD TECHNICIAN VACANCY ANNOUNCEMENT

**VACANCY ANNOUNCEMENT #**

10-036

**OPEN PERIOD:**

1/14/2010 – 1/28/2010

**JOB TITLE:**

Program Analyst

**PAY GRADE AND SERIES:**

GS-0343-07/09

**PAY RANGE:**

\$41,522 - \$66,022

**POSITION LOCATION:**

Sacramento, CA.

**UNIT:**

JFHQ – Protocol Office

**PDCN #: 70364000****Security Clearance Required:**

Secret

**APPOINTMENT TYPE: PERMANENT - DUAL STATUS****AREA OF CONSIDERATION:** CURRENT CALIFORNIA NATIONAL GUARD MEMBERS/TECHNICIAN

Military grade of E-1 through E-8.

**Compatible Military Grade Assignment: CMF 42A.****Key Requirements:****THIS IS A PERMANENT POSITION**

This position is located in a State Headquarters directorate or division level office. The purpose of this position is to serve as the analyst and consultant for the management and administration of programs within the directorate or division. Serves as key coordination point for all program requirements. This work requires knowledge of management principles, organizational theory and techniques of analysis. Knowledge of agency administrative guidance and operating procedures coupled with analytical ability is required to develop information required by the chief to determine feasibility and legality of proposed program and operational plans.

**Recruitment/Relocation Incentive/Advance in Hiring Rate Based on Superior Qualification IS authorized upon approval.**

**PAYMENT OF PERMANENT CHANGE OF STATION (PCS):** Payment of Permanent Change of Station (PCS) MAY BE authorized, subject to provisions of the Joint Travel Regulations and an agency determination that a PCS move is in the Government's interest

**Position Requires Travel:** Frequent, more than 5 days per month.

**QUALIFICATIONS and EVALUATION:**

**General:** Experience in administrative, professional, investigative, technical or other responsible work which demonstrates analytical ability and a practical and theoretical knowledge of the functions, processes and principles of management.

**Program Analyst GS-0343-07 (Trainee):** Must have 12 months of specialized experience that demonstrates the skill in working with people in attaining mutually positive ends, recognize when others need assistance and respond with positive support to advance team or unit goals; experience using graphic design/editing software to include a working knowledge of Adobe InDesign CS4; experience which demonstrates the ability to collect, analyze and integrate complex information to develop options or logical conclusions for difficult issues; experience which demonstrates the understanding and practical application of the decision making and problem solving process.

**Program Analyst GS-0343-09:** Must have 24 months of specialized experience that demonstrates the skill in working with people in attaining mutually positive ends, recognize when others need assistance and respond with positive support to advance team or unit goals; experience using graphic design/editing software to include a working knowledge of Adobe InDesign CS4; experience which demonstrates the ability to collect, analyze and integrate complex information to develop options or logical conclusions for difficult issues; experience which demonstrates the understanding and practical application of the decision making and problem solving process.

**TRAINEE POSITION:** Applicants not meeting full qualifications for the GS-09 position indicated above may be considered for GS-07 trainee, if qualified. Statement-of-Difference of qualification requirements for each are indicated. If appointed as trainee, the selectee may be non-competitively promoted to GS-09 upon meeting full qualifications and

recommendations of supervisor.

**KNOWLEDGES, SKILLS, AND ABILITIES:** The following knowledge's, skills, and abilities will be used by the selecting officials to determine the best qualified applicants from which selection will be made:

1. Ability to interact with others effectively and efficiently.
2. Ability to utilize graphic design/editing software, to include pagination system proficiency.
3. Ability to read, interpret and communicate orally and or in writing.
4. Ability to interpret, analyze and convey information based on well developed facts.

**SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE:** A maximum of 12 months of the required experience may be substituted by successful completion of undergraduate study in an accredited college or university at the rate of 30 semester hours for 12 months of experience. The education must have been in fields directly related to the type of work of the position.

**COPIES OF TRANSCRIPTS ARE REQUIRED FOR EDUCATION TO BE CREDITABLE**

**CREDITING NATIONAL GUARD EXPERIENCE:** NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. THE LEVEL OF EXPERIENCE WILL BE DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED.

**CONDITIONS OF EMPLOYMENT:**

- Must qualify for appropriate level of security clearance required for the position.
- Must maintain a compatible military unit, grade, and job assignment within the CA National Guard and wear appropriate military uniform and comply with required grooming standards.

**HOW TO APPLY:**

1. Submit an Optional Form (OF) 612, Optional Application for Federal Employment **OR** a current resume.
2. Submit any required documents (see Required Documents below).
3. Submit application package and title file "Resume" or "Application" with your first and last name to the California National Guard – HRO Office via email at: [NGCAHRJOBSTECH@CA.NGB.ARMY.MIL](mailto:NGCAHRJOBSTECH@CA.NGB.ARMY.MIL)
4. Please ensure that the Vacancy Announcement number and position title is indicated in the "subject" line of email.
5. When emailing documents, please submit them in one PDF file or Word file.

**IF YOU DO NOT RECEIVE A CONFIRMATION EMAIL WITHIN 2 BUSINESS DAYS, PLEASE CONTACT THE HRO STAFFING TEAM AT (916) 854-3350**

**REQUIRED DOCUMENTS (Application Packet):**

- OF 612, Optional Application for Federal Employment **OR** current resume (mandatory)
- Transcripts, if applicable

**OPTIONAL DOCUMENT (Application Packet):**

- SF 181, Ethnicity and Race Identification Form

**THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, TRAINING CERTIFICATES, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.**

**APPLICATION FORMS ARE AVAILABLE AT THE HUMAN RESOURCES OFFICE WEBSITE**  
[www.calguard.ca.gov/cahr](http://www.calguard.ca.gov/cahr) and at [www.opm.gov/forms/](http://www.opm.gov/forms/) .

**APPLICATIONS ARE ACCEPTED VIA EMAIL ONLY TO: [NGCAHRJOBSTECH@CA.NGB.ARMY.MIL](mailto:NGCAHRJOBSTECH@CA.NGB.ARMY.MIL)**

**The Human Resources Office will not accept applications via fax or mail without prior consideration from HRO Staffing. Resumes and Applications (OF 612) must include a valid return email address.**

Upon receipt, the Human Resource Office will review your application packet to determine if it meets the minimum Qualifications

Requirements and the Area of consideration. The rating you receive is based on your application and supporting documents that you provide. Please follow all instructions carefully. **Applications or resumes without a current return email will not be considered.** Errors or insufficient information may affect your rating.

**ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY Midnight (Pacific Time) BY THE CLOSING DATE INDICATED ABOVE.**

**VETERANS PREFERENCE DOES NOT APPLY.**

**All California National Guard Technician Vacancy Announcements can be found on our job website. Questions about announcements or how to apply may be directed to HRO Staffing at (916) 854-3350 or via email to [NGCAHRJOBSTECH@CA.NGB.ARMY.MIL](mailto:NGCAHRJOBSTECH@CA.NGB.ARMY.MIL)**

**THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER**